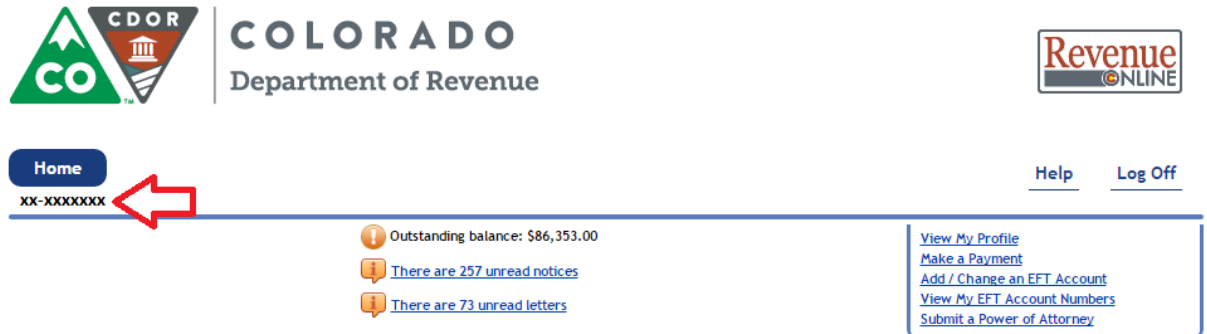
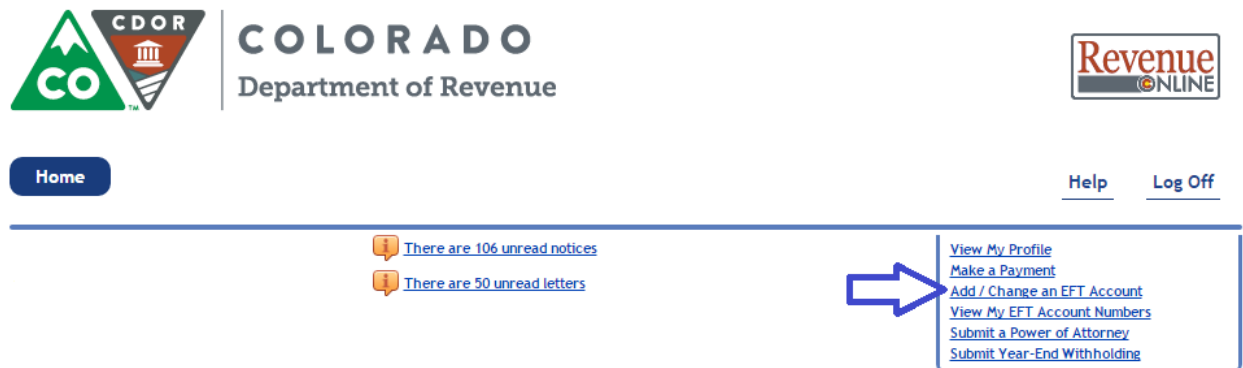


EFT Online Registration Instructions

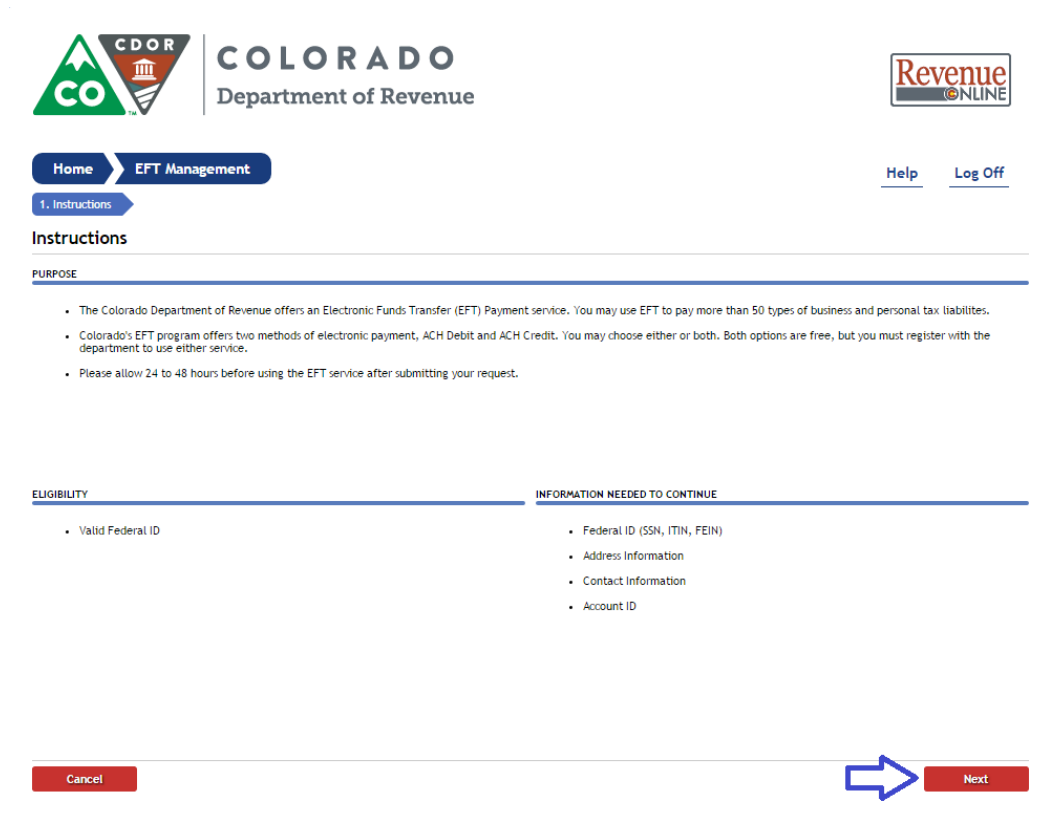
- To register for an EFT account online, you must have a [Revenue Online](#) account and a valid Federal ID on file with the Department. If your Federal ID is showing under the 'Home' tab of the home page of Revenue Online, this means that your Federal ID is valid.
- If your Colorado Account Number (CAN) or any other number is showing, please contact the Marijuana Tax Information line at 303-205-8287.



- If the Federal ID is showing, go to the top right-hand side of the page and click on 'Add/Change EFT account'.

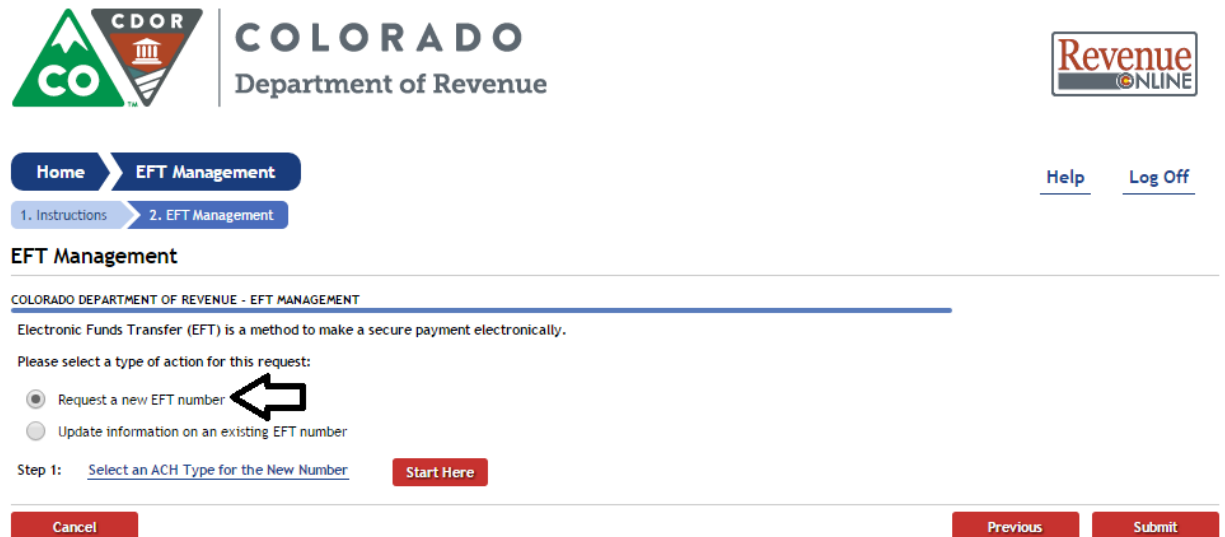


- Read the instructions then click 'Next'.



The screenshot shows the 'Instructions' page for EFT Management. At the top, there are logos for the Colorado Department of Revenue (CDOR) and Revenue ONLINE. Below the logos, there is a navigation bar with 'Home' and 'EFT Management'. The 'EFT Management' section has a sub-menu with '1. Instructions' and '2. EFT Management'. The 'Instructions' page has a 'PURPOSE' section with three bullet points: 'The Colorado Department of Revenue offers an Electronic Funds Transfer (EFT) Payment service. You may use EFT to pay more than 50 types of business and personal tax liabilities.', 'Colorado's EFT program offers two methods of electronic payment, ACH Debit and ACH Credit. You may choose either or both. Both options are free, but you must register with the department to use either service.', and 'Please allow 24 to 48 hours before using the EFT service after submitting your request.' Below the 'PURPOSE' section, there are two columns: 'ELIGIBILITY' with one bullet point 'Valid Federal ID' and 'INFORMATION NEEDED TO CONTINUE' with four bullet points: 'Federal ID (SSN, ITIN, FEIN)', 'Address Information', 'Contact Information', and 'Account ID'. At the bottom, there is a 'Cancel' button on the left and a 'Next' button on the right, with a large blue arrow pointing from the 'Cancel' button to the 'Next' button.

- To setup a new EFT account you will select 'Request a new EFT number.'



The screenshot shows the 'EFT Management' page. At the top, there are logos for the Colorado Department of Revenue (CDOR) and Revenue ONLINE. Below the logos, there is a navigation bar with 'Home' and 'EFT Management'. The 'EFT Management' section has a sub-menu with '1. Instructions' and '2. EFT Management'. The 'EFT Management' page has a section titled 'EFT Management' with a subtitle 'COLORADO DEPARTMENT OF REVENUE - EFT MANAGEMENT'. Below the subtitle, there is a paragraph: 'Electronic Funds Transfer (EFT) is a method to make a secure payment electronically.' followed by 'Please select a type of action for this request:'. There are two radio button options: 'Request a new EFT number' and 'Update information on an existing EFT number'. A large black arrow points to the 'Request a new EFT number' option. Below the radio buttons, there is a 'Step 1:' section with a link 'Select an ACH Type for the New Number' and a 'Start Here' button. At the bottom, there is a 'Cancel' button on the left, a 'Previous' button in the middle, and a 'Submit' button on the right.

- Go to step one and click on 'Start Here' or the blue link that says 'Select an ACH Type for the New Number'.
 - ACH Debit allows you to self-manage your payments online by logging into your EFT account.
 - ACH Credit is when you are given the state's banking information to take to your bank and initiate the payments through your bank.

EFT Credit or Debit Type

PLEASE SELECT AN ACH TYPE FOR YOUR NEW EFT NUMBER

ACH Debit
ACH Debit allows you to self-manage payments to the Department of Revenue (DOR) by initiating payments online through Revenue Online or through "E-Payment Options" at www.TaxColorado.com, or by phone at 877-265-6338 (877-COLOEFT). You tell the DOR how much to debit from your bank account and what day to debit the account, and which tax type and period to which the payment should be applied.

ACH Credit
ACH Credit is a method of making payments to the Department of Revenue (DOR) by managing the payments through a financial institution, which then credits the DOR's bank account. The financial institution may charge a fee for this service.

ACH Debit ☐ ACH Credit ☒ **Required**

OK Cancel

- Go to step two and click on 'Enter Taxpayer Information'.
 - Fill out all information that is marked required, and then click 'OK'.

Step 2: **Enter Taxpayer Information** **Information Required**

Cancel Previous Submit

Taxpayer Information

TAXPAYER INFORMATION

Federal ID Type: Federal Employer ID Number Type: Location

FEIN: Country: USA

Taxpayer Name: Street:

Street 2: City: State: COLORADO

Zip Code:

CONTACT INFORMATION

This EFT is used by a third party ☐ Type: **Required** **Required**

Contact Name: **Required**

Phone: **Required** Type: **Required**

Email: **Required**

OK Cancel

- Go to step three and click on ‘Select Account Types for EFT’ for tax types you want to pay with EFT.
 - Note:** If you have multiple accounts *with the same account type* (example: Sales Tax, Sales License) a separate EFT account must be setup for those accounts.

Step 3: [Select Account Types for EFT](#)



Cancel

Previous

Submit

Select Tax Types

PLEASE SELECT THE ACCOUNTS YOU WOULD LIKE TO REGISTER EFT FOR

Filter

Select	Account Type	Account ID
<input checked="" type="checkbox"/>	Sales License	-005-LIC
<input type="checkbox"/>	Sales License	-009-LIC
<input type="checkbox"/>	Sales License	-013-LIC
<input type="checkbox"/>	Partnership Income Tax	-010-PAR
<input checked="" type="checkbox"/>	Retail Marijuana Excise Tax	-014-RME
<input type="checkbox"/>	Retail Marijuana Sales Tax	-015-RMS
<input type="checkbox"/>	Sales Tax	-004-SLS
<input checked="" type="checkbox"/>	Sales Tax	-008-SLS
<input type="checkbox"/>	Sales Tax	-012-SLS
<input type="checkbox"/>	Consumer Use	-016-USC
<input checked="" type="checkbox"/>	Wage Withholding	-003-WTH
<input type="checkbox"/>	Wage Withholding	-007-WTH

12 Rows

OK

Cancel

- After completing all three steps click ‘Submit’

EFT Management

COLORADO DEPARTMENT OF REVENUE - EFT MANAGEMENT

Electronic Funds Transfer (EFT) is a method to make a secure payment electronically.

Please select a type of action for this request:

- ☒ Request a new EFT number
☐ Update information on an existing EFT number

Step 1: [Select an ACH Type for the New Number](#)

Edit

EFT Type ACH Debit

Step 2: [Enter Taxpayer Information](#)

Federal ID Type	Federal Employer ID #	Taxpayer Name
Federal ID		Email Example@gmail.com
		Contact Phone (303) 222-2222

Step 3: [Select Account Types for EFT](#)

Selected Account Types Sales License, Retail Marijuana Excise Tax, Sales Tax

Attention: All information is complete. You may now submit your request using the Submit button at the bottom of this page.

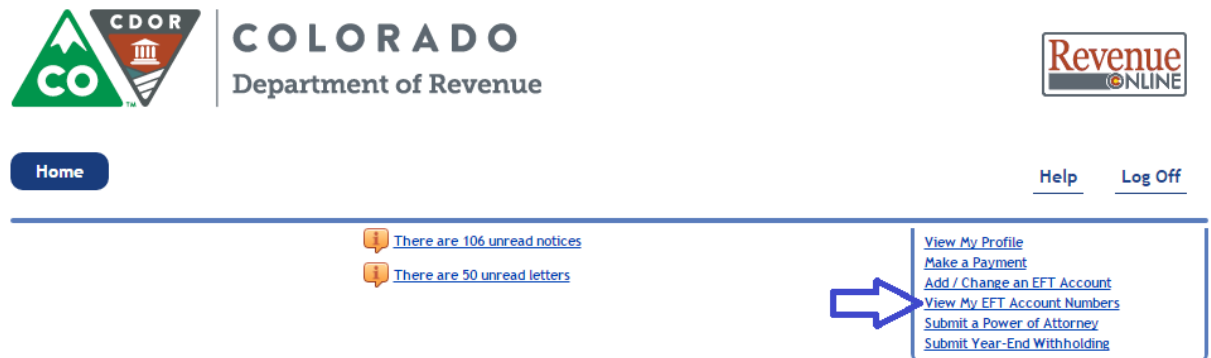
Cancel

Previous

Submit



- To view your new EFT number, go to the home page and click ‘View My EFT Account Numbers’ in the upper right corner of the page.



- To get additional information on EFT, go to your messages tab and open the message titled ‘Electronic Funds Transfer Request.’
 - If you registered for ACH Debit, the message will contain your 4-digit pin and the date that the account will be accessible (usually two business days after registration).

